

The Company

Aurora Energy Research is a young, dynamic and fast-growing energy analytics company. We provide optimisation solutions and data-driven analytics on European and global energy markets that helps our clients navigate the global energy transformation.

Founded in 2013, Aurora is now a thriving, rapidly-growing company of over 100 staff with offices in Oxford, Berlin and Sydney. Demand for our services – spanning subscription research and consultancy – is immense, in the UK and abroad. We currently serve over 200 of Europe's most influential energy sector participants, and we expect to grow beyond 150 staff over the next 18 months.

Operations Assistant/Team Assistant, Berlin

The Operations Assistant/Team Assistant is responsible for providing a wide range of operational support in a fast paced and changing environment. Reporting to the Office Manager you will proactively assist the operations function to continuously improve the business capabilities and operational processes.

You will support the operations department, maintain administrative procedures; recommend changes as appropriate, and maintain the operational record-keeping systems. You should be able to work independently and be flexible to changing deadlines. The Operations Assistant should be capable of dealing with people at all levels. Reliability and adaptability are vital for this role, together with excellent interpersonal, organisational and communication skills.

Key responsibilities:

- Assistant duties for the German Management team – arranging travel, meeting requirements as necessary, and coordinating diaries
- Facilities management including liaising with the tenant's association, landlord's agent and external contractors to rectify any issues with the building
- Support to the Office Manager with office management requirements

- Onboarding & management of new suppliers to the business, ensuring effective working relationships and adherence to contractual obligations
- Developing process documentation for the operations team as required
- Provide adhoc support to the Operations team as required

Required attributes:

- Experience in a higher-level administrative role
- A self-starter who can work with minimum supervision and hit the ground running
- Ability to multi-task and re-prioritise in a fast-paced and demanding environment
- Resourceful and tenacious in approach to problem solving
- Excellent PowerPoint, Word and Excel skills
- Exceptional organisational skills
- Versatility, ambition & a desire to be challenged
- Ability to communicate confidently and effectively with high-level executives
- Flawless attention to detail and a professional etiquette
- Very good English and German skills, both written and spoken

What we offer:

- A dynamic, intellectually stimulating, and supportive environment
- The opportunity to grow with the company
- A fun, informal and international work culture
- A cool office in Kreuzberg with coffee, fruit and snacks delivered to the office as well as Friday evening pizza and beer & soft drinks with the team

As an international company we value the frequent personal exchange between our remotely working teams – you will have the possibility to spend a few days each half a year in our Head Office in Oxford, as well as regular visits from our UK colleagues to Berlin. Last but not least, Aurora Energy Research offers the opportunity to work in an environment close to important developments of the global energy transformation.

The position is full time, but we will accept applications from candidates looking for part time hours and the successful candidate would start as soon as possible. We will review applications as they are received. Salary will be commensurate with experience. To apply,

please click on the following [link](#). If you have any issues with the link, please submit your CV, cover letter, salary expectations and state your earliest possible start date to bewerbung@auroraer.com

